

WYOMING SECRETARY OF STATE  
MAX MAXFIELD  
Compliance Division  
200 West 24<sup>th</sup> Street, Cheyenne, WY 82002  
Phone (307) 777-7370

☐ **What is a Commercial Registered Agent?**

*A registered agent who serves as registered agent for more than 10 businesses.*

☐ **When do I have to register as a Commercial Registered Agent and how much does it cost?**

*As soon as you represent more than 10 businesses. You may register at any time prior to that if you believe you will be representing more than 10 businesses.*

*The fee to register is \$25.00.*

☐ **How long is my registration good for?**

*A Commercial Registered Agent's registration is valid until 12/31 of each year.*

☐ **What happens if I don't register?**

*A registered agent that represents more than 10 businesses and does not register with the Secretary of State will not be allowed to file any new entity filings.*

*In the event a registered agent represents more than 10 businesses and has not registered as a Commercial Registered Agent, the registered agent will be out of compliance with the law and the entities you represent will be without a registered agent.*

☐ **Can my registered office be a post office box?**

*No. A registered office may be the same as the place of business but, by law, shall be located at a street address in Wyoming which shall be a physical location. This cannot be a post office box or a drop box.*

☐ **What if I represent less than 10 businesses, do I have to register?**

*No. You are not required to register until you represent more than 10 businesses. If you believe you will be representing more than 10 businesses, you may register early.*

☐ **Does a registered agent have to keep any records at the registered office?**

*Yes. By law a registered agent shall keep at the registered office:*

- *the names and addresses of the officers, directors, limited liability company managers, managing partners, trustees or persons serving in a similar capacity (WY formed entities only);*
- *name, address and phone number of a communications contact (all entities);*
- **EXCEPTION:** *If the entity and registered agent agree, then the entity can file the above information with the Secretary of State's office and it will become a part of the entity's public file [W.S. §17-28-107(b)];*
- *if an employee of the registered agent has authority to accept service of process in the registered agent's absence, a copy of a written contract or agreement giving the employee such authority.*